

Student Project Approval Form

Use this application for: **54035 Media Arts Project**

This application must be completed and submitted to your tutor/lecturer before you commence your project. It is usually submitted in your first project scoping meeting, in advance of more detailed work to source the final location, cast and crew.

Name:	Student #:
UTS email:	Contact #:
Course:	Subject:
Academic supervisor:	
Production title:	
Type: (Drama, documentary etc)	
Format: (Video, film, multimedia, sound etc)	
Duration or equivalent:	
Your role/s on the production:	
Proposed locations:	
NB: A Travel Approval Form must be completed for travel greater than 50km (one way) from UTS.	

RULES and CONDITIONS

As a condition of the granting of final project approval you must:

1. Obtain a signed **Location Agreement Form** (MAP Form 2) for the use of each location
2. Complete a **Location Safety Checklist and Report** (MAP Form 3) for each location
3. As appropriate, obtain completed **Cast and Crew Agreement Forms** (MAP Form 4) for all participants
4. Complete the **Student Project Indemnity Form** and have it signed by your lecturer/tutor.

You must also agree to:

1. Complete a UTS Travel Form if travelling to a location greater than 50km (one way) from UTS
2. Undertake a pre-shoot safety induction for all participants at each location each shoot day – see the **Safety for Actors and Guests on Set** sheet.
3. Report any accidents or incidents - however minor - by using the **HIRO (Hazard and Incident Reporting Online)** system accessible through the UTS Safety and Wellbeing website.

In completing this application you agree to the following conditions of filming on your project – without approval:

- **No** shooting in moving cars
- **No** fight scenes/stunts/physical contact
- **No** use of drones
- **No** fire
- **No** animals
- **No** weapons – real, replica or fake
- **No** wet sets
- **No** persons under 15 years or over 75 years of age

SAFETY CHECKLIST AND PROCEDURES

Sections for reference are from the **Occupational Risk Management in the Australian Film and Television Industry Draft National Safety Guidelines**.

IDENTIFIED RISK	✓	REFER TO	HOW WILL RISK BE MINIMISED?
Location hazards General Working at Height Derelict Structures Confined Spaces		Section 14 Section 18 Section 19 Section 19	
Environment		Section 14	
Hazardous materials		Section 27	
Electrical Equipment		Section 41	
Equipment transport		Section 22	
Manual handling		Section 22	
Noise		Section 21	
Fatigue management		Section 47	

Student Declaration

I have assessed the health and safety risks associated with this project and have been provided with the relevant information to minimise these risks. I undertake to follow the safe work practices referred to above.

Signature

Date

Academic Supervisor

Approval includes following additional conditions:

Signature

Date